



City of Fort Worth

New Commercial Construction/Additions  
Fees

Plan Review Deposit	\$220.00
Application Fee	<u>\$ 25.00</u>
<u>For Plan Review Submittal</u>	<u>\$245.00</u>

Balance of permit fee calculated after review

Other fees not associated with Building Permit fees:

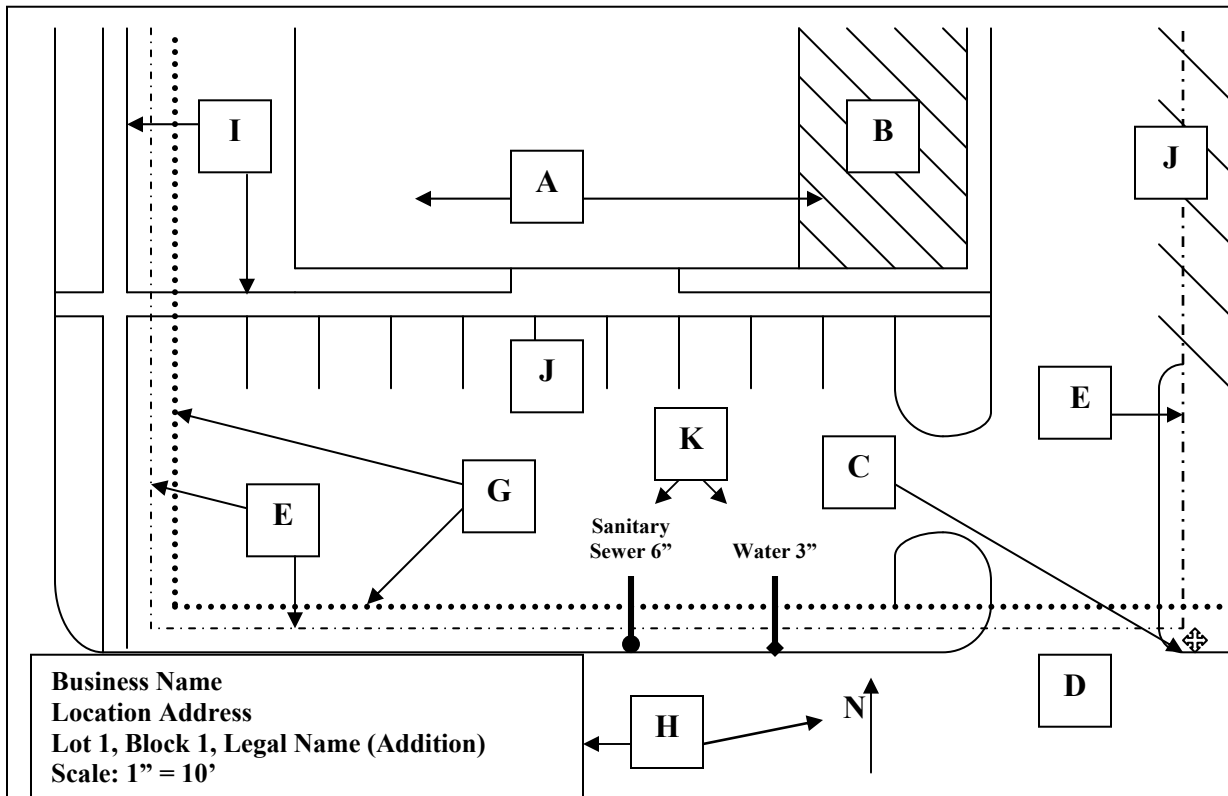
Water/Sewer Impact Fees	Call 817-392-8350
Urban Forestry Permit Fees	Call 817-392-7931
Transportation Impact Fees	Call 817-392-2677

# City of Fort Worth

## Commercial Circulation Site Plan Requirements

for

### New Construction, and Additions



*Basic Site Plan Example - Figure 1*

#### Document Requirements:

1. Submit 2 complete sets of constructions plans, with landscape and site plans, with engineer or architects seals. Please separate plans into two sets: one for Zoning review, one for Plan review.
2. 10 additional copies of the site plans (for a total of 12 site plans in which one of those will be required to be reduced to a maximum size of 11 X 17, but a minimum size of 8 ½ X 11. Digital format is accepted in PDF format) <sup>\*1</sup>
3. 1 additional floor plan (minimum size of 11"x17") One (1) Utility Site Plan for Water/Sewer review.
4. A total of 3 copies of the property's legally registered, recorded plat plans (one of those will be required to be reduced to a maximum size of 11 X 17, but a minimum size of 8 ½ X 11). This may be obtained at the County Court House Deeds & Records Departments, 100 E Weatherford St., 817-884-1105.
5. A City of Fort Worth approved Energy Code Check sheet must also be submitted with the required listed plans (A ComCheck EZ report, found at website [www.EnergyCodes.Gov](http://www.EnergyCodes.Gov) will be or ASHRAE 1999 2.4 2A or Later Version accepted).
6. Your project also must be registered with the Texas Department of Licensing and Regulation if your project bid value is 50,000 or over. You must submit your registration number at time of application.

**\*\* No hand-drawn plans will be accepted. <sup>\*1</sup> Site plans must be in their entirety on one page for each parcel. All parcel boundary lines MUST be clearly marked & shown. Plans with unclear parcel boundary lines or parcel boundary lines that are cut off will not be accepted.** The site plan MUST also clearly delineate impervious areas. This is required by the City of Fort Worth for the purpose of calculating storm water fees. *Cluttered site plans that interfere with the legibility of impervious surface will not be accepted.* Important: Failure to meet any criteria on this requirement sheet will be grounds for HOLDS on permits, or denial of submittal acceptance.

#### Site Plans Requirements for New Constructions and/or additions shall include the following:

- A. Existing and proposed structures with exact dimensions.
- B. Exact dimensions of the "addition" to the existing structure, if applicable.

- C. Location of nearest fire hydrants and existing fire lanes; also, locations of new hydrants per the City of Fort Worth Fire Code Amendments.
- D. All driveway locations.
- E. Dimensions from the footprint of the building(s) to all property lines.
- F. Lot and building line dimensions, if applicable.
- G. All existing easements-Electrical, Storm Drainage, Water & Sewer, Utility, & Public Open Space.
- H. All plans must be drawn to specific scale, have a labeled “North Arrow” and contain the Legal Description of the property i.e. Lot, Block, Addition/Subdivision name and correct street address as assigned by the Fort Worth Fire Department Addressing Division. Show streets and alleys with names and dimensions
- I. Existing sidewalks or new sidewalks when required by T/PW.
- J. Exact number of parking spaces (9’ X 18’) provided.
- K. Specify Tap Sizes and locations on property for each:
  - a. Water Taps (1”, 1.5”, 2”, 3”, 4”, 6”, 8”, or 10”)
    - 1. Domestic
    - 2. Irrigation – Refer to the Landscape Ordinance
    - 3. Fire Lines
    - 4. Fire Hydrants
  - b. Sewer Taps (4”, 6”, 8”)
    - 1. Sanitary Sewer Taps
    - 2. Grease Traps, Including Capacity
- L. Specify who will install the Water & Sewer Taps – Either:
  - a. The City of Fort Worth
    - 1. Customer pays standard Ordinance Size Tap prices for; (1”, 1.5”, or 2” Water Taps), and (4”, 6”, 8” for Sanitary Sewer Taps)
    - 2. Miscellaneous Project – Line Extensions & Taps Larger Than Ordinance Size Priced Taps
  - b. The Customer
    - 1. Requires the property owner to execute a CFA (Community Facilities Agreement), with the Water Department. Call 817-392-8240.

\*\* Figure 1 is a Basic example of the items that are required to be on a site plan. It is cut in half to enable the ability to show as much as possible on this requirement document. Site plans being submitted must be in their entirety on one page for each parcel.



## GRADING PERMIT QUESTIONNAIRE/APPLICATION

**Applicant to Complete Sections I through VI Below:** Permit No. \_\_\_\_\_

**Questionnaire For: Commercial Construction or Grading activities.**

*Note: A Final Grading Permit is required even if an Early Grading Permit is obtained.*

### I. **Identification:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

#### **Owner:**

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Telephone No.: \_\_\_\_\_ e-mail: \_\_\_\_\_

### II. **Do you have an approved iSWM Plan?** (circle one)      yes      no

An iSWM Plan (integrated Storm Water Management Plan) may have been approved if a Plat, Infrastructure Plans, or a Unified Residential Plan has been approved after March 2006.

If yes provide case/plan number(s), if known:

Plat \_\_\_\_\_

Urban Forestry Plan \_\_\_\_\_

DOE Number \_\_\_\_\_

Unified Residential Development Plan \_\_\_\_\_

III. Is more than 0.5 acres of Land being disturbed? (circle one)      yes      no

IV. Are you prepared to submit an iSWM plan now? (circle one)      yes      no

### V. **Signature of Applicant or Authorized Agent:**

Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### VI. **Conditions of Approval**

Approval is contingent upon compliance with City grading and development requirements including drainage, floodplain management, urban forestry and construction runoff control. A site grading plan sealed by an engineer is required for all land disturbances of 0.5 acres or more.

#### **City Action:**

TPW Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Accepted / Not Accepted

Comments

## **iSWM Plan**

An iSWM (integrated Stormwater Management) Plan is a collection of documents which show how stormwater is managed in conformance with the *City of Fort Worth integrated Stormwater Management Criteria Manual for Site Development and Construction*. An iSWM Plan must be prepared by a Professional Engineer licensed by the State of Texas.

An iSWM Plan must show the grading and management of stormwater on the site or project and include a downstream assessment of properties that could be impacted by the development. The "zone of influence" and "adequate outfall point" for the proposed development must be identified in the iSWM Plan. Information must be provided showing that an adequate hydrologic analysis has been completed based on existing, proposed, and fully-developed conditions for the drainage area involving the proposed development. The iSWM Plan must clearly identify upstream and downstream impacts of the proposed project and include analyses of existing downstream conditions and off-site drainage conveyance system(s) including the drainage path from the outfall of on-site stormwater facilities to the off-site drainage system(s) and/or appropriate receiving waters.

A capacity analysis must be made of all existing stormwater systems influenced by the proposed project such as existing floodplain developments, underground storm drainage systems, culverts/bridges, or channels from the discharge point to the limits of the "zone of influence". Separate evaluations are required for the 1-, 10-, and 100-year storm events.

For currently developed areas within the City of Fort Worth, storm water discharges and velocities from the project should not exceed discharges and velocities from current (existing) developed conditions, unless the downstream storm drainage system is designed (or adequate) to convey the future (increased) discharges and velocities.

If a proposed development drains into an improved channel or storm water drainage system designed under a previous CFW drainage policy, then the hydraulic capacities of downstream facilities must be checked to verify that increased flows caused by the new development will not exceed the capacity of the existing system or cause increased downstream flooding. If there is not sufficient capacity to prevent increased downstream flooding, then detention or other acceptable measures must be implemented to accommodate the increase in runoff due to the proposed development.



## Urban Forestry Plan Check List

Note: The following checklist is provided to assist the Urban Forestry Compliance Specialist in developing a complete plan set to expedite review by the department. The Urban Forestry plan is a separate permit from the Building Permit. All final plans submitted for review are to include a copy of the checklist(s) signed by the responsible party. Submittals made that do not include the checklist(s) will be returned without review, comments or approvals.

PI	PII	(Note: PI Phase One – Existing Conditions      PII Phase Two – Site Alterations / Planting)
----	-----	---

### A. PLAN FACE ITEMS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Owner / Preparer: names / address / phone numbers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Subdivision name (lower right corner). <b>(Exclude reference to ‘Sections’ or ‘Phases’)</b>                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Location / Vicinity map / North arrow  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Plan scale (acceptable options)  |
|                          |                          | a. 1" = 10'                      d. 1" = 40'  |
|                          |                          | b. 1" = 20'                      e. 1" = 50'  |
|                          |                          | c. 1" = 30'                      f. 1" = 60'  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Graphic plan scale & North arrow.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Corporate City Limits line <b>(if within the nearby vicinity of the plat)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Date of preparation and any revisions. (lower right plan corner)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Final street names as approved by the Fort Worth Fire Department.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed street names (or preliminary “letter” designation)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Reference Case No of CP, PP, FS, FP (on both plan and application)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Property boundaries with declared measurements  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Scaled site plan depicting location of proposed structures, parking areas, drives and amenities<br>(applies to Phase II only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Man made features and utility easements (utility poles, overhead wires, etc.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Tree legend shall identify: species, size (dbh) and quantity.   |

### B. LAND USE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Total gross area of site i.e. acres, square feet (lower right corner of plan)</b>  |
|                          |                          | a. Tree Canopy Coverage:   |
|                          |                          | <input type="checkbox"/> 20% Industrial <input type="checkbox"/> 30% Commercial <input type="checkbox"/> 40% Residential                   |
|                          |                          | <input type="checkbox"/> 40% Parking Lot <input type="checkbox"/> 50% Mixed Use <input type="checkbox"/> 25% Residential                   |
|                          |                          | 2. Public Project (30%)  |
|                          |                          | <input type="checkbox"/> Water / Sewer <input type="checkbox"/> Street <input type="checkbox"/> Parks <input type="checkbox"/> Parking Lot |
|                          |                          | 3. <b>Land use table of development tabulation, showing:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Outline of existing tree canopy area on property, calculated in square feet & acres.  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Scaled existing or proposed utilities regulated by Public Utility Commission and/or Railroad Commission                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Locations of each large or significant tree (as defined in Section 4, of the Ordinance No. 17228-10-2006) its type and canopy area      |

Use the following tables:

Net Urban Forestry Area		Calculation	Square Feet	Acres
A	Gross area of property (or delineated lot, if appl.)	→		
B	Utility Right of Ways or easements regulated by Public Utility Commission	→		
C	Net Urban Forestry area	(A-B)		

Required Tree Canopy Area				
D	Net Urban Forestry area	(C)		
	<u>Land Use/Canopy Coverage Ratio:</u>			
	Commercial (30% Coverage)			
E	Industrial (30% Coverage)	(D x %)		
	One or Two Family (40% Coverage)			
	One or Two Family w/ trees planted on individual lots (25% Coverage)			
F	Additional 5% if using Method B (Protected Trees)	(D x .05)		
G	Required canopy coverage	(E + F)		

Preservation/Retention of Existing Canopy				
H	Existing tree canopy area	→		
I	Preservation requirement (25%)	(H x .25)		
J	Additional 5% if using Method B (Protected Trees)	(H x .05)		
K	Minimum retention	(I + J)		
L	Area of existing canopy retained	→		

New Tree Planting				
M	Required new planting coverage	(G-L)		
N	large canopy trees @ 2000 sq ft per tree	(Qty x 2000)		
O	medium canopy trees @ 700 sq ft per tree	(Qty x 700)		
P	small canopy trees @ 100 sq ft per tree	(Qty x 100)		
Q	Total planting	(N+O+P)		

Parking Areas: Commercial/Industrial Uses				
R	Area of parking and drives	→		
S	Required canopy coverage of parking areas (40%)	(R x .40)		
T	Area of canopy coverage being provided	→		

Fulfillment of Requirements				
U	Required canopy coverage	(G)		
V	Provided canopy coverage	(L+Q)		
W	Amount exceeding requirement (if any)	(V-U)		

<b>Significant Trees</b>		<b>Calculation</b>	<b>Inches DBH</b>	<b>Canopy Sq Ft</b>
<b>X</b>	All Post Oaks/Blackjack Oaks $\geq 20"$ dbh (if east of I-35)	→		
<b>Y</b>	All other trees $\geq 30"$ dbh (regardless of species or location)	→		
<b>Z</b>	Total of significant trees to be preserved	→		
<b>aa</b>	Significant tree preservation credit	(Zsqft x 1.5)		
<b>bb</b>	Total of significant trees to be removed	(X+Y-Z)		
<u>Removal Options (Choose One):</u>				
Retention of existing canopy 1.5X the canopy of removed significant trees--in excess of minimum retention ( <b>K</b> )		(bbsqft x 1.5)		
Planting additional trees 5X the canopy of removed significant trees--in excess of total planting ( <b>Q</b> )		(bbsqft x 5)		
Payment into tree fund for total inches dbh of significant trees removed @ \$200 per inch dbh		(bbdbh x \$200)		
Urban Forestry Board approved plan that mitigates the removal of the significant tree(s)				

#### **D. REQUIRED EXHIBITS (SUBMITTED to the Urban Forestry Compliance Section at time of application filing)**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>PI</b>                | <b>PII</b>               |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. 2-Full size PHI & PHII copies (folded to City of Fort Worth standards).    |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 1 – 8 ½" x 11" legible photo copy (mini-map) of image area of plan.        |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Application Form (1-Original signed & complete).                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Completed "Plan Check List" (this 3 page form).                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. PHI & PHII in digital format on CD/DVD (i.e. AutoCAD, Micro Station, .pdf) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Check/Money Order made payable to City of Fort Worth                       |

#### **Applicant's Certification**

I, the undersigned, hereby certify that the attached plan submittal has all items required and listed. I understand that if any of the items required are deemed missing from the submittal, the plan will not be acceptable for review and will be returned as incomplete. My client is aware of these criteria and will accept all responsibility for delays due to the incomplete submittals. I am enclosing an explanation for each item which I feel is not required and therefore, has not been included in the submittal package.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's signature

\_\_\_\_\_  
Date

Notes: Subdivision Rules & Regulations references: CP (Concept Plan, Section) 301, PP (Preliminary Plat) Section 302 & FP (Final Plat) & FS (Short Form Plat) Section 303.





Effective March 16, 2009, Plans Exam will begin performing Mechanical, Electrical and Plumbing (MEP) review on all plans for one- and two-family construction and commercial new construction and additions. The goal is to provide preliminary review to eliminate as many deficiencies as possible prior to incorrect installation in the field.

Complete Mechanical, Electrical and Plumbing plans will be required with all permit applications for new one- and two-family, new commercial and commercial additions. MEP review will be performed on other permit applications that include MEP plans. Previously, third party has not been required to do MEP plan review, but have been advised to do so to protect their liability. MEP review will now become mandatory for third party as well.

Our processing turnaround times are not changing. It is our goal to perform this review within the same time goals.

TYPE OF PERMIT	MEP PLANS REQUIRED
New commercial	Yes
Commercial addition	Yes
Commercial remodel or change of use	Optional
New one- and two-family	Yes
One- and two-family additions	Yes
Detached garages and storage buildings	Optional
Walk in permits	Optional

**City of Fort Worth**  
**Planning & Development Department**  
**Departmental Circulations Contact List**

The following are items that will be reviewed for your permit's approval.  
Please contact the following departments if you have questions about their **Site Plan Review**.

Comments may be reviewed online at:

*[www.velocityhall.com/fortworth](http://www.velocityhall.com/fortworth)*

☐ **Planning & Development Dept**  
Plans Review & Examination  
*Approvals 10, 15, 20, 25 & 45*  
817-392-8115

☐ **Fire Department**  
Fire Plan Review  
*Approvals 50*  
817-392-6830

☐ **Water Department**  
Water Development - Water & Sewer Taps  
*Approvals 65*  
817-392-8250

☐ **Parks & Community Services**  
Urban Forestry Division  
*Approvals 58*  
817-392-7933

☐ **Transportation & Public Works**  
Street Management  
*Approvals 60 & 62*  
817-392-6594

☐ **Transportation & Public Works**  
Impact Fees Division – P&D Cust Serv  
*Approvals 61*  
817-392-2677

☐ **Department of Engineering**  
Flood Plain Management  
*Approvals 130*  
817-392-5981/817-392-7947

☐ **Planning & Development Dept**  
Zoning Plan Review  
*Approvals 40*  
817-392-2397

☐ **Fire Department**  
Fire Addressing Division  
*Approvals 1*  
817-392-6830

☐ **Water Department**  
Backflow & Grease Trap-Pre-Treatment Services  
*Approvals 70 & 75*  
817-392-2865-GreaseTrap/817-392-8375-Backflow

☐ **Parks & Community Services**  
Planning Resource Management  
*Approvals 57*  
817-392-5706

☐ **Transportation & Public Works**  
Storm Water Management  
*Approvals 67*  
817-392-5399

☐ **Health Department – Code Comp**  
Consumer Health Division  
*Approvals 55*  
817-392-7255